

**LOCAL COMMUNITY-BASED PROBATION AND PRETRIAL SERVICES**

**SECTION D: GRANT APPLICATION CHECKLIST**

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Does the application contain all sections (A-D) in order? Yes ☐ No ☐

Has the Application Face Sheet (Section A) been signed by the city manager or county executive? Yes ☐ No ☐

Are the Project Description Update (Section B) included as follows?

- Project Summary(s) no more than 3 pages each? Yes ☐ No ☐
  - Community-based probation Yes ☐ No ☐
  - Pretrial Services Yes ☐ No ☐ NA ☐
  - Public Inebriate Center Yes ☐ No ☐ NA ☐
- FY2006:
  - Community-based probation Program Targets Yes ☐ No ☐
  - Pretrial Services Program Targets Yes ☐ No ☐ NA ☐
  - Public Inebriate Diversion Goals & Objectives Yes ☐ No ☐ NA ☐

Are the appropriate Budgets included (Section C) as follows:

- FY2006:
  - Community-based probation Program Budget Yes ☐ No ☐
  - Pretrial Services Program Budget Yes ☐ No ☐ NA ☐
  - New CCCA FTE Program Budget Yes ☐ No ☐ NA ☐
  - Public Inebriate Diversion Budget Yes ☐ No ☐ NA ☐

Are the Program Budgets (Section C) thoroughly justified? Yes ☐ No ☐

Is the amount equal to or less than the FY2005 award? Yes ☐ No ☐

Does the application meet all requirements listed in the "How to Apply" section? Yes ☐ No ☐

**Submit an original and three (3) copies (4 total) of the completed Grant Application to DCJS received no later than Monday, May 2, 2005.**

Department of Criminal Justice Services  
Attn: Janice D. Waddy, Grants Administrator  
805 East Broad Street, 10<sup>th</sup> Floor  
Richmond, VA 23219

***Late and/or faxed applications will not be accepted and funding will not be continued.***